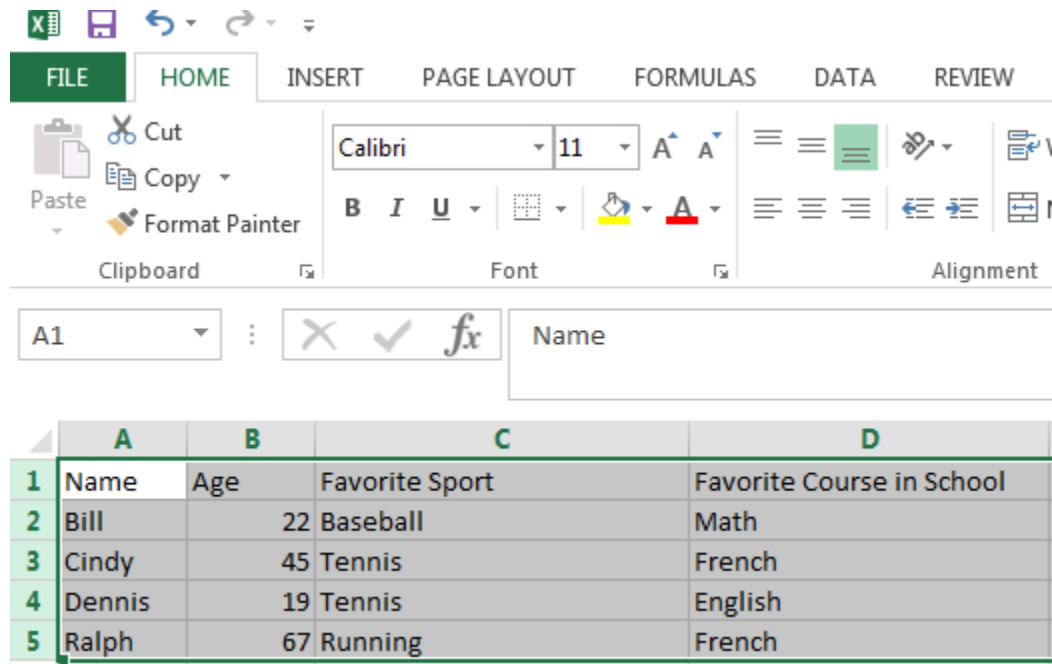


# Sorting out the Microsoft Excel Sort Feature

## Basics of Excel Sort

To sort information in Excel, it is a good first step to select all rows and columns of information in your file (even if you only need to sort by one or two columns). It is also suggested to select the top row containing the column headers. If you do not select all of your columns, your column header names will not display.



The screenshot shows the Microsoft Excel interface. The ribbon is set to the HOME tab. The Font group is expanded, showing options for font face (Calibri), size (11), bold (B), italic (I), underline (U), and text color (A). The Alignment group is also visible. Below the ribbon, the Name box shows 'A1' and the formula bar contains the text 'Name'. Below the formula bar is a table with the following data:

	A	B	C	D
1	Name	Age	Favorite Sport	Favorite Course in School
2	Bill	22	Baseball	Math
3	Cindy	45	Tennis	French
4	Dennis	19	Tennis	English
5	Ralph	67	Running	French

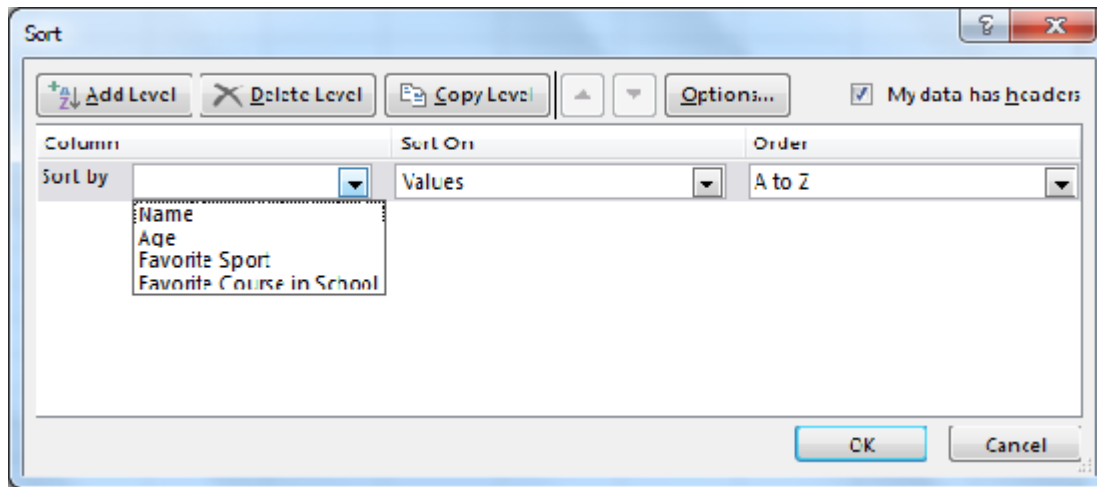
Roger Magnus Research:

Email: [roger@rogermagnusresearch.com](mailto:roger@rogermagnusresearch.com)

Phone: 413-687-8466

LinkedIn: [www.linkedin.com/in/rogermagnus](http://www.linkedin.com/in/rogermagnus)

Next, select the Data menu and then Sort. Most of the time, the rows are Sorted on Values and then by Order either A to Z (Alphabetical) or Z to A (Reverse Alphabetical). The Add level button adds a secondary sort criteria and can be invoked multiple times to create a sequenced hierarchy of several columns to be sorted. Of course, the Delete level button can remove these criteria if they are no longer needed.



Roger Magnus Research:

Email: [roger@rogermagnusresearch.com](mailto:roger@rogermagnusresearch.com)

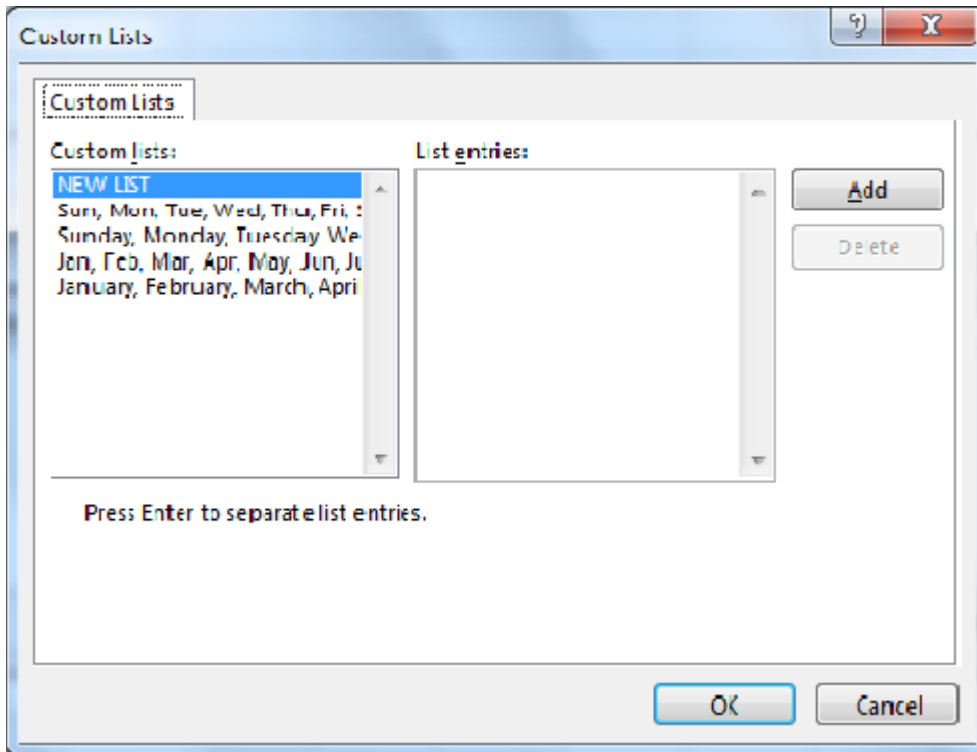
Phone: 413-687-8466

LinkedIn: [www.linkedin.com/in/rogermagnus](http://www.linkedin.com/in/rogermagnus)

## More Advanced Excel Sorting

Under the Order drop-down menu, there is an additional option to create a Custom List for sorting non-alphabetic items such as the months of the year, days of week, etc.

Under the Options button, the file can also be sorted left to right.



For assistance with your organization's research needs, please contact Roger Magnus, Owner of Roger Magnus Research at [roger@rogermagnusresearch.com](mailto:roger@rogermagnusresearch.com)

Roger Magnus Research:

Email: [roger@rogermagnusresearch.com](mailto:roger@rogermagnusresearch.com)

Phone: 413-687-8466

LinkedIn: [www.linkedin.com/in/rogermagnus](http://www.linkedin.com/in/rogermagnus)